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The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of December, 2022 were approved by the Mason Transit Authority Board, by motion, on this 17th day of January, 2023.

DocuSigned by:
John Campbell
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John Campbell, Chair

DocuSigned by:
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Eric Onisko, Vice Chair

Cyndy Brehmeyer, Authority Member

Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

DocuSigned by:
John Sheridan
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John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

Sharon Trask, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 1/24/2023

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Mason Transit Authority
Minutes of the Regular Board Meeting
December 20, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present Virtually via WebEx: John Campbell, Vice Chair; Sharon Trask and Kevin Shutty*.

   Authority Voting Board Member Present in Person: Sandy Tarzwell, Chair, Cyndy Brehmeyer, Wes Martin, Mayor Eric Onisko, Randy Neatherlin and John Sheridan. *Quorum met*.

   Authority Voting Board Member Not Present: [None]

   Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; and Jason Rowe, Operations Manager, Jenna Cookston, Accounting Coordinator, Tyler Hildebrandt and Tracy Becht, Clerk of the Authority Board.

   Others Present: Robert Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – *No members of the public attended in person or virtually.*

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the December 20, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Martin. Motion carried.**

5. **ELECTION OF OFFICERS FOR 2023.** Board Chair Tarzwell called for nominations for the position of Board Chair for 2023:

   John Campbell was nominated by John Sheridan to serve as Chair for 2023.
   John Campbell accepted the nomination to serve as Board Chair for 2023.
   Sheridan/Trask. **Motion carried.**

   Board Chair Tarzwell called for nominations for the position of Vice Chair for 2023.

   Mayor Eric Onisko was nominated by John Sheridan to serve as Vice Chair for 2023.
   Mayor Onisko accepted the nomination. **Sheridan/Martin**. **Motion carried.**

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6. CONSENT AGENDA

Moved to approve Consent Agenda items A through C as follows:

A. Minutes of the November 1, 2022 Closed Session Meeting Minutes and November 15, 2022 MTA regular Board meeting minutes.
B. Payments of November 11 through December 13, 2022 financial obligations on checks#36969 through 37050, as presented for a total of $697,335.55.
C. Surplus of Equipment (Resolution No. 2022-22)

Onisko/Trask. Motion carried.

**(Boardmember Shutty virtually entered meeting at 4:08 PM.)*

PUBLIC HEARING ON 2023 BUDGET

- The public hearing was called to order at 4:09 PM.
- The Board Chair set forth the process for calling on members of the public that wish to speak. Seeing that there were no members of the public in the conference room, she asked if there were any members of the public virtually. Hearing no responses, the staff presentation was presented as follows:
- Amy Asher, General Manager, shared that staff is bringing forward the final draft of the 2023 budget. Ms. Asher described the most recent changes, namely:
    - The final L&I rates for 2023 which increased over $44k from last year.
    - Maintenance – a vacant custodial position that was not included in the first draft in error.
    - Reclassified one employee position and added one position in Administration.
    - Included performance pay for non-represented positions as per compensation plan.
    - Increased 5% to include travel and conference registration for two board members to attend the Washington State Public Transportation Conference in August.
- Board member Campbell endorsed the 5% increase for Board members to attend the Washington State Public Transportation Conference.
- Board member Sheridan asked about the pooled reserves and Ms. Asher described the purpose of pooled reserves and how they are helpful during inflationary times.
- The public hearing was closed at 4:19 PM.

7. ACTION ITEMS – UNFINISHED BUSINESS.

A. **2023 Budget for Approval**. Ms. Asher presented no further information other than that presented during the public hearing. **Moved** that the Mason Transit Authority board approve Resolution No. 2022-23 adopting the 2023 Budget, Compensation Plan, and Capital Budget with project operating revenues of $10,997,490 and projected operating expenses of $10,125,400. **Neatherlin/Shutty. Motion carried.**

B. **2023 MTA General Board Meeting Calendar**. Ms. Asher indicated that the 2023 Regular Authority Board meeting calendar was based upon comments received by Board members last month. Board member Neatherlin made a motion to amend the Board meeting calendar by eliminating the August meeting

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as the Washington State Public Transportation Conference will be held on the same dates. **Neatherlin/Sheridan**. **Motion carried.**

Moved that Mason Transit Authority Board approve Resolution No. 2022-24 establishing the 2023 schedule of regular meetings, as amended. **Neatherlin/Martin. Motion carried.**

ACTION ITEMS –NEW BUSINESS [None].

8. STAFF REPORTS:

Ms. Asher briefly highlighted the following items:

General Manager:

- Ms. Asher indicated that she had presented Consolidated Transit Grants to the PRTPO Grant Ranking Committee.

Financial:

- Ms. Asher shared that the sales tax revenue continues to be strong. She also praised the Admin team for getting the budget and big projects completed.

Operations:

- Mr. Rowe reported to the Board that the 30th Anniversary hot cocoa bar was a success and riders enjoyed receiving the swag along with the hot beverages. He thanked Paul Bolte for his presence throughout the day.
- Mr. Rowe also shared of the recent outreach and success of MTA's team having a bus in the parade as well as Mason the robo-bus that entertained the community during the parade.
- Mr. Rowe described that MTA was able to provide transportation to 368 school aged children as Olympic School was in dire straits. MTA continues to explore partnership opportunities that benefits the community.

Facilities & Fleet:

- Mr. Bolte indicated the following team updates:
  - Mr. Bolte has been working on the procurement of three vehicles.
  - The team has selected a new garment vendor.
  - During the past month, the team has been working on the bus washer and snowplow.

9. COMMENTS BY BOARD:

- Board member Brehmeyer expressed that she was so happy that MTA hired Ms. Asher and that she has done a great job for MTA and the community.
- Board member Campbell wanted to provide a formal thank you for MTA coming through for Mason education.

Moved that the meeting be adjourned.

10. ADJOURNED: 4:38 PM

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UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
January 17, 2023 at 4:00 PM
On-line via WebEx and in person at the
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton